

## Phoenix Program Process Definition – Accounts Payable

Process	<b>Positive Pay</b>
Process Number	<b>AP-066</b>

### **Description of Process**

Nightly batch processing of payments will create a Positive Pay file. First Union National Bank is the only bank established to receive Positive Pay files. The scope of our project includes replacing this current functionality for DHR.

The positive pay file data includes system, manual, express, and canceled payment information for the Department of Human Resource's bank accounts with First Union National Bank. This file includes check information that will be matched by the bank as checks are presented in order to reduce check fraud.

### **Input to Process**

Scheduled vouchers and a System Check run request for DHR's bank accounts with First Union National Bank

### **Output of Process**

Positive Pay file is created and then transmitted to the bank during overnight batch processing

### **Service Level Agreement Required? (if yes, provide a brief description)**

N/A

### **PeopleSoft Panel Groups being Used**

Function	Panel Group
Use	Administer Procurement – Create Payments – <b>Payment Selection Criteria</b> panel permits end user to verify that a requested payment cycle will pay only those payments it intends.
	Define Business Rules – Manage Bank Accounts – Use – Bank Information – <b>Payment Methods</b> panel is where the Positive Payment Flag is selected and the Positive Payment Form is entered for appropriate bank accounts. This panel will be maintained by Accounts Payable team; however, users are permitted view access to Manage Bank Information.

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### *Business Process Description*

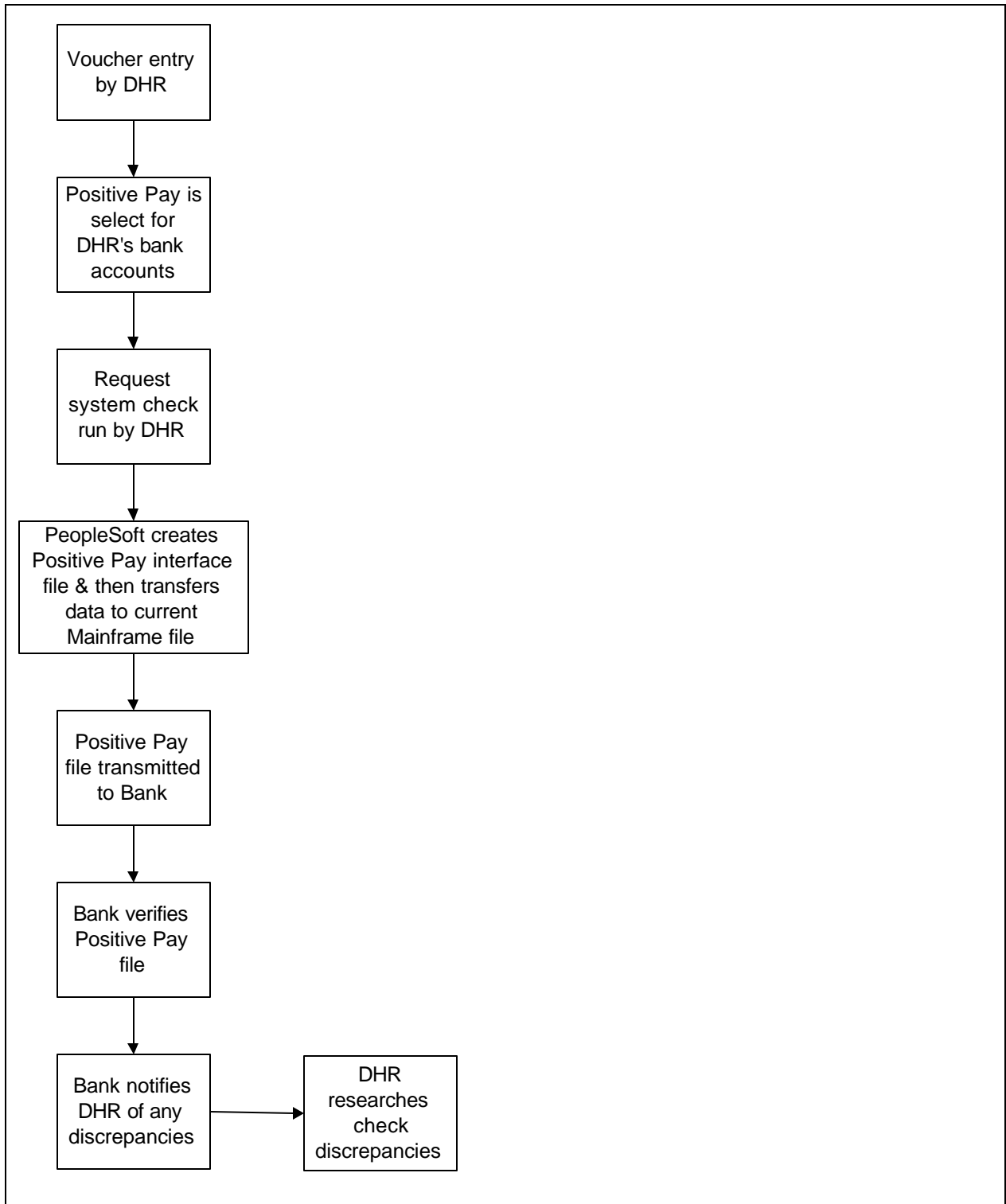
Process Description	Responsibility (Agency/Centralized)
<b><u>Step 1: Enter Voucher</u></b> A voucher must be entered, “postable”, and have passed Matching (if it’s a Purchase Order) and Budget Checking.	Agency
<b><u>Step 2: Enter Positive Payment Information for Appropriate Bank Accounts</u></b> Positive Payment Flag and the Positive Payment Form must be selected for each bank account that creates a Positive Pay file. Accounts Payable will maintain this Manage Bank Information.	Accounts Payable
<b><u>Step 3: Request System Check Run</u></b> For each System Check run requested, a Positive Pay output file is created for Positive Pay established bank accounts.	Agency
<b><u>Step 4: Transmit Positive Pay File</u></b> The Positive Pay file is then electronically transmitted to the agency's bank. This file is created during overnight batch processing in PeopleSoft and then transferred to the State's Mainframe current file format.	Financial System Solutions
<b><u>Step 5: Verify Positive Pay Data</u></b> The bank reviews this file by verifying the check amount and check number.	Bank
<b><u>Step 6: Receive Notification of any discrepancies</u></b> The bank is responsible for notifying the agency of any discrepancies. The agency should research those check discrepancies.	Bank/Agency

### *Forms Used with Process*

None

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### *Process Flow Diagram (if appropriate):*



**Phoenix Program  
Process Definition – Accounts Payable**

**APPROVAL FORM**

<b>SIGNER</b>	<b>ROLE</b>	<b>APV</b>	<b>NOT APV</b>	<b>DATE</b>
Kay Reid	DOAS Project Lead			03-02-99
Charmane Miller	THG Project Lead			03-02-99
Mindy Byram	Design Analyst			03-02-99